



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BH/DID FACILITY SERVICES SUPERVISOR

Job Number: 20001852

Job Code: 96720V131016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 10/16/2013

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, plans and coordinates the administration of non medical services, programs and activities for two or more functions in a state hospital, institution or similar treatment facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in public or business administration, hospital administration or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration, health or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in public or business administration, hospital administration or a related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Establishes, reviews, evaluates and recommends policies and procedures for the department. Develops standards and methods of operation in conformance with departmental, local community, state and federal laws, rules and regulations. Plans, develops, supervises staff and directs the administrative and non medical programs and services for two or more functions in the state hospital or institution. Provides consultation to supervisory staff of the hospital or institution. Reviews reports from service areas such as purchase orders, physicians' orders, housing reports and other daily operational reports. Determines program needs through conferences and meetings with clinical director, program coordinators, quality improvement coordinators/committees and other appropriate individuals. Coordinates programs with other professional staff of local, state, public and private agencies or institutions. May provide assistance with and/or monitor budgets. Recruits, interviews and participates in the selection of professional and non professional staff. Conducts in service training programs as needed. Prepares professional, technical and administrative reports as required. May chair or be a member of committees or teams. Responsible for the general supply inventory and maintenance of equipment.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is that of a state hospital, institution or similar treatment facility.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.